Secretary of the General Staff (SGS)

Secretary of the General Staff

First in Support!

Mission

To provide administrative, protocol, transportation, and graphics support for the largest forward deployed logistical command in the United States Army.

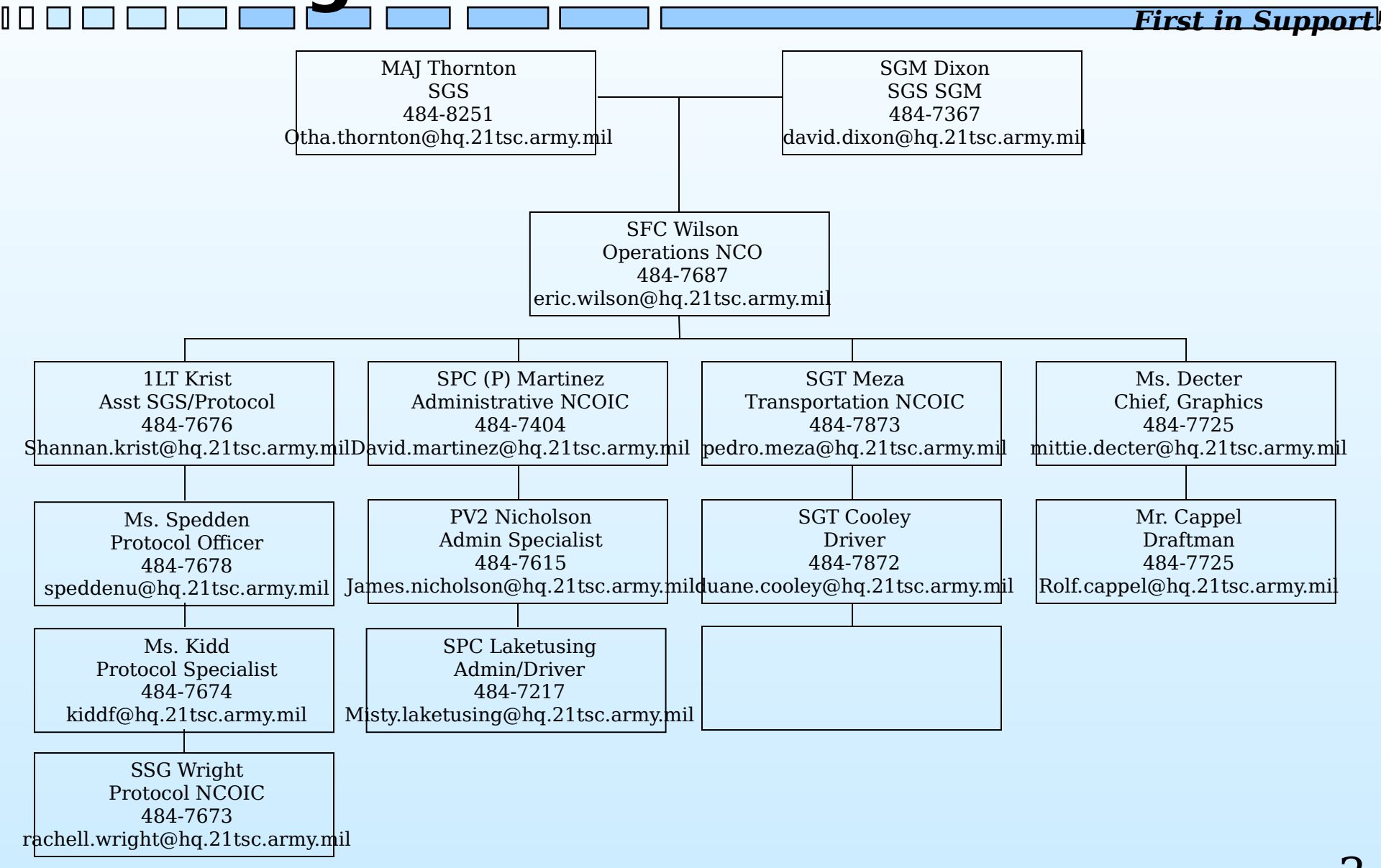
Location: Bldg 3001

Telephone: 484-8251 FAX: 484-8819

21ST THEATER SUPPORT COMMAND

SGS Organizational Structure

First in Support!



Protocol Section Functions

- Schedule, plan, and execute command social functions

  Hail and Farewells
  Staff Chiefs' Dinner
  Receptions
  Balls
  Changes of Command
  Staff Rides/Off Sites

- Coordinate and prepare distinguished visitor itineraries

- Provide advice to subordinate units concerning protocol

Administrative Section Functions

- Review and Process all Command Group correspondenc
- Coordinate weekly “Plate” Reports
- Prepare weekly Command & Staff Briefing Packet
- Pick up and distribute official mail
- Maintain and schedule the command conference rooms
- Maintain Central Tasking Log
- Maintain Document Control Log (LOG 21)
- Maintain Policy Bulletins and Regulations
- Establish command policy on preparation and handling correspondence

Transportation Section Functions

- Provide transportation support to members of the Command Group, Staff Chiefs, and Distinguished Visitors
- Maintain accountability and serviceability of all flags
  - National Flags
  - State Flags
  - General Officer Flags
  - Organizational Colors
- Provide advice to subordinate commands regarding flag protocol

Graphics Sections Functions

- Provide design and fabrication support to headquarters elements and subordinate commands

- Design and produce printed materials necessary for cor functions:
  - invitations
  - reply cards
  - information sheets
  - seating charts/lists
  - maps

How You Can Help Us

- Timely notification of distinguished visitors to the Command
- Timely feedback for RSVP requests
- Cooperation with section POCs for scheduled monthly events
- Timely submission of CG “Plate” Input
- Flexibility scheduling command conference rooms
- Correspondence IAW AR 25-50, established 21st TSC guidelines, and USAREUR REG 1-10
- Advance notification of transportation requirements
- Advance notification of flag requirements

3 Most Important Things to Remember About Us

Command Group Correspondence

Distinguished Visitors

Command Social Functions